

AMENDED AGENDA – ADDED ITEMS DENOTED BY ***

KINGWOOD TOWNSHIP COMMITTEE

SEPTEMBER 6, 2012

Regular Meeting Agenda 7:00PM

Call to Order

Roll Call

Pledge of Allegiance

Adequate notice of this meeting was provided in accordance with the Open Public Meetings Act by publication of the notice in the Hunterdon Democrat and Courier News on January 12, 2012 and by telefaxing copies of the notice to the Express Times and Star Ledger on January 9, 2012. Copies of the notice were also posted in the Kingwood Township Municipal Building and Baptistown Post Office on January 9, 2012.

In order to ensure full public participation in this meeting, all members of this Committee or Board, and also members of the public are requested to speak only when recognized by the Chair so that there is no simultaneous discussion or over-talk, and further, all persons are requested to utilize the microphones which are provided for your use by the Township. Your cooperation is appreciated.

Correspondence

Letter from Resident re: Reimbursement of Barn Taxes

Letter from Cty. Bd. of Chosen Freeholders re: NJTPA Mtg on 9-27-2012

Letter from NJ Dept of Agr re: Gypsy Moth Survey

Letter from KT Bd of Ed re: Thank You for DPW Assistance w/Fencing

Bills and Claims

Public Comment – Privilege of the Floor

Request from Italian American Club – Waiver to Serve Alcoholic Beverages at Annual Picnic on October 7, 2012 – **Resolution No. 2012-82** - Waiver to Serve Alcoholic Beverages at Kingwood Park

Request from Park Director's – Additional Occupant **Resolution No. 2012 – 83** - Resolution Authorizing an Additional Occupant Under the Park Director's Lease

September 6, 2012 Township Committee Agenda Continued

Reports

Emergency Management Coordinator Report
Tax Collector's Report of July 2012
Budget Report of July 2012
Revenue Report of Jan thru July 2012

Reports Continued

Municipal Court Report of July 2012
Construction Report of August 2012
Township Engineer's Monthly Report
Statewide Loss Control Service Visit
SRECS

Future Meetings & Activities

September 8 - Recycling at Township Garage from 9:00am-12:00noon
September 8 - Clean Up Program at Township Garage from 9:00am-12:00noon, permit required
September 15 - Annual Community Day at Kingwood Park, located at 200 Union Rd., beginning at 12:00pm, rain date Sept 16
October 4 - Regular Monthly Meeting of Township Committee at Municipal Building beginning at 7:00pm
October 6&7 - Annual Township Wide Yard Sale, 8:30am-4:00pm

Ordinances

Ordinance No. 17-13-2012 Amending Chapter 75A, "Fees" Of The Code Of The Township – Public Hearing and Final Adoption

**Resolution No. 2012-78 To Amend Capital Budget
AND**

Ordinance No. 17-14-2012 Providing For The Appropriation For The Cost Of The Acquisition Of The Township's Share Of The Development Easement For Farmland Preservation For Block 7 Lot 6, Appropriating \$120,000.00 Therefor From The Open Space Trust Fund – Public Hearing and Final Adoption

Ordinance No. 17-15-2012 To Amend And Supplement The Land Use Regulations, Specifically "Subdivision Of Land, Chapter 115", And "Zoning, Chapter 132" Of The General Ordinances Of The Township Pertaining To Threatened And Endangered Species And Environmental Impact Assessment – Introduction and Adoption on First Reading

Resolutions

Resolution No. 2012-79 - Cancel General Capital Appropriations Balance
Resolution No. 2012-80 - NJDOT Grant Appl for Spring Hill Rd

September 6, 2012 Township Committee Agenda Continued

Resolutions Continued

- Resolution No. 2012-81 -** NJDOT Grant Appl for Horseshoe Bend Rd
- Resolution No. 2012-84 -** Professional Services Agreement
- Resolution No. 2012-85 -** Emergency Management Coordinator Appointment
- Resolution No. 2012-86 -** Cancellation of Outstanding Checks
- Resolution No. 2012-87 -** Addition of Chaitman Property Bl 28 L 4 & 5 to Municipal PIG & Letter of Support to Hunterdon Land Trust
- *** **Resolution No. 2012-88 -** Support of Farmland Preservation
- *** **Resolution No. 2012-89 -** Dedication by Rider

New Business

- 2012 Best Practices Questionnaire & *** Resolution No. 2012-90
- Amending the Kingwood Township Employee Handbook – **Resolution No. 2012-91**
- Proposal from Servotech for Monitoring of Solar System at DPW
- Price Quotations for Survey of Maplewood Farm Bl 7 L 6 & Possible Resolution
- Employee Recognitions

Old Business

- Installation of Generator at DPW
- Horseshoe Bend Road Signs
- Horseshoe Bend Park Questions – Fines, Signs for Opening and Closing Times
- Records Storage Room at DPW
- Parks and Recreation Committee Acceptance of Resignation and Appointment

Minutes

- August 2, 2012 Regular Meeting
- April 15, 2002 Special Meeting

Adjournment

PLEASE NOTE THIS AGENDA IS SUBJECT TO LAST MINUTE CHANGES

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September 6, 2012

A Regular Meeting of the Kingwood Township Committee was called to order at 7:00P.M.with Mayor Niemann presiding.

Also present at the meeting were Deputy Mayor Lubitz, Committeewoman Diana Haywood, Attorney Judith Kopen, C.F.O./Tax Collector Diane Laudenbach, and Clerk Mary E. MacConnell. Mayor Niemann called the meeting to order and following the salute to the flag read aloud the following:

NOTICE REQUIREMENTS

Adequate notice of this meeting was provided in accordance with the Open Public Meetings Act by publication of the notice in the Hunterdon Democrat and Courier News on January 12, 2012 and by telefaxing copies of the notice to the Express Times and Star Ledger on January 9, 2012. Copies of the notice were also posted in the Kingwood Township Municipal Building and Baptistown Post Office on January 9, 2012.

In order to ensure full public participation in this meeting, all members of this Committee or Board, and also members of the public are requested to speak only when recognized by the Chair so that there is no simultaneous discussion or over-talk, and further, all persons are requested to utilize the microphones which are provided for your use by the Township. Your cooperation is appreciated.

CORRESPONDENCE

Letter from Resident re: Reimbursement of Barn Taxes

Tax Collector Diane Laudenbach briefly explained that this resident had requested this same reimbursement back in 2008, and that this was never concluded. Attorney Kopen noted that there are two possible statutes for residents to make corrections to their taxes. She stated that

one would be a typographical error that does not involve the exercise of an assessor's judgment, and the other is a taxpayer mistake provision, which is to correct an error. She explained when and how each one would apply and the case law. The Township Committee stated that they would like to have more information regarding this reimbursement and a letter be sent to the property owner, stating that the Township Committee would like to look into this further. Attorney Kopen will do additional research and provide a memo to the Township Committee members. The Township Committee requested a copy of the letter from 2008. This will be on the agenda for the October 4th, 2012 Township Committee meeting to discuss further.

Letter from Cty. Bd. of Chosen Freeholders re: NJTPA Mtg on 9-27-2012

The Committee Members discussed who would attend this meeting. Mayor Niemann noted that she will attend the meeting.

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Letter from NJ Dept. of Agriculture re: Gypsy Moth Survey

Mayor Niemann reviewed the letter from the New Jersey Department of Agriculture regarding a Gypsy Moth Survey, which they will be conducting in the township. She noted that this will be no charge to the township.

Letter from KT Board of Ed re: Thank You for DPW Assistance w/Fencing

Mayor Niemann reviewed the thank you letter from the Kingwood Township Board of Education.

BILLS AND CLAIMS

It was moved by Mr. Lubitz, seconded by Mrs. Haywood and carried to approve to pay all bills and claims in the amount of **\$1,170,724.07** that are in order and attached as Bill List for September 2012.

Roll Call Vote:	AYE	- Haywood, Lubitz, Niemann
	NAY	- None
	ABSTAIN	- None
	ABSENT	- None

PUBLIC COMMENT – PRIVILEGE OF THE FLOOR

Beth Pandey, Spring Hill Road – Commented on the new hunting signs installed at the top of Spring Hill Road and Route 519 for the Horseshoe Bend Park. She noted that when you are in a tractor, it is blocking the view from turning out of Spring Hill Road. She thinks that the sign should be on the other side of Route 519, across the road from Spring Hill Road. She commented on the newly constructed road that has been done on Spring Hill Road and stated that it looks

great, but it has become a speedway as people are driving up to 60 miles an hour. There was a brief discussion on the speed limits on township roads. There was a suggestion by Jack MacConnell regarding a fixed/digital sign for the roads, which he explained that Frenchtown Borough has in town and it seems to be effective, and that it can be moved to any road where it is needed. The township will contact the New Jersey State Police to see where a sign of this type can be purchased. The Township Committee feels that this is something that needs to be addressed before an accident happens.

Request from Italian American Club – Waiver to Serve Alcoholic Beverages at Annual Picnic on October 7, 2012

James DeSapio was present to explain to the Township Committee that the Italian American Club will be having their annual picnic at the Kingwood Park on October 7, 2012. He asked if they could have permission to serve alcoholic beverages on that day at their event.

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He explained that they have submitted liability insurance for the event. He explained that the picnic will be starting at 1:00pm and ending at dusk. The Committee Members had no objections to this request, as they had the proper insurance and obtained permission from the township.

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2012 – 82

**WAIVER TO SERVE ALCOHOLIC BEVERAGES
AT KINGWOOD PARK**

WHEREAS, the Italian American Club of Hunterdon County has reserved the use of the new pavilion and parking area at Kingwood Park to utilize for a “Italian American Heritage Club Picnic” on October 7, 2012; and

WHEREAS, the Italian American Club of Hunterdon County has requested permission to serve alcoholic beverages during the picnic on October 7, 2012;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey that a waiver is granted to the Italian American Club of Hunterdon County to provide alcoholic beverages during the picnic on October 7, 2012 at the Kingwood Park bocce pavilion, property located at 200 Union Road, known as Block 19 Lot 8 in Kingwood Township, New Jersey, based on the following conditions and requirements being met by the applicant:

1. The applicants shall arrange the alcoholic beverages area so that the area is separate and distinct in appearance;
2. The applicants shall prevent minors from entering the alcoholic beverages area, from serving the alcoholic beverages and from consuming the alcoholic beverages;
3. The applicants shall provide proof to the Township of Kingwood that they hold the following insurance:

General Liability: \$1,000,000 per occurrence/\$2,000,000 aggregate
 Host Liquor Liability: \$1,000,000 per occurrence/\$2,000,000 aggregate

In addition, the applicants shall name the Township of Kingwood as an additional insured, and the Certificate of Insurance shall be submitted to the Township at least 30 days prior to the event. The Certificate of

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Insurance must specifically note that coverage is provided for Liquor Liability.

4. The applicants, by accepting this waiver, acknowledge and hold harmless the Township of Kingwood and its municipal officials and employees from any and all claims, damages and cost of suit which may arise out of the waiver granted hereunder.

It was moved by Mrs. Haywood, seconded by Mr. Lubitz and carried to adopt the foregoing Resolution.

Roll Call Vote:	AYE	- Haywood, Lubitz, Niemann
	NAY	- None
	ABSTAIN	- None
	ABSENT	- None

Request from Park Directors – Additional Occupant

Park Director Brenda Frischer was present and explained to the Township Committee that her daughter, Kelsey Sandor will be moving back in with them at the end of September. She explained that she is only 22 years old and tried to make ends meet on her own, but needs to move back in with her parents. Attorney Kopen noted that by law it is required to have a background check for anyone residing on the park grounds. Brenda Frischer explained that her daughter is scheduled for her background check on September 10th, 2012. Jeffrey Frischer feels that 30 days will not be enough time for her to get on her feet, and feels it will take at least six months. Kelsey Sandor was present and introduced herself to the Township Committee.

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2012 - 83

RESOLUTION AUTHORIZING AN ADDITIONAL OCCUPANT UNDER THE PARK DIRECTORS' LEASE

WHEREAS, Tenants Jeffrey Frischer, and Brenda Frischer, Kingwood Township Park Directors, who reside at 200 Union Rd., Frenchtown, NJ, in a residence that they rent from Kingwood Township, have advised in writing that the adult daughter of Brenda Frischer, Kelsey Sandor, age 22, has a need to reside in the Frischer residence at 200 Union Rd. beginning September 27, 2012; and

WHEREAS, Tenants Jeffrey Frischer and Brenda Frischer, Kingwood Township Park Directors, who reside at 200 Union Rd., Frenchtown, NJ, in a residence that they rent from Kingwood Township, have advised in writing that the adult daughter of Brenda Frischer, Kelsey Sandor, age 22, has a need to reside in the Frischer residence at 200 Union Rd. beginning September 27, 2012; and

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WHEREAS, the Township lease with the Park Directors provides, in pertinent part, that, if either one of Ms. Frischer's adult children is in need of temporary housing, Tenants shall notify the Township in writing of a request that any one of the adult children be permitted to reside in the Property at least 2 weeks prior to the date that such child desires to reside in the property.

WHEREAS, the Lease further provides that, if such a request is received by the Township, a criminal background check shall be conducted prior to the consideration of any such adult child residing in the Property, which check shall be paid for by Tenants. If the check is clear, the Township may, in its sole discretion, permit the adult child to reside in the Property for no longer than a 30 day period.

WHEREAS, Ms. Sandor has applied for a criminal background check and is awaiting the results of the same.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Committee of the Township of Kingwood, Hunterdon County, as follows:

If the results of the criminal background check on Kelsey Sandor, the daughter of Park Director Brenda Frischer, are clear, Ms. Sandor is authorized to reside with Jeffrey and Brenda Frischer at 200 Union Rd., Frenchtown, NJ for a 6 month period beginning September 27, 2012.

WHEREAS, the Township lease with the Park Directors provides, in pertinent part, that, if either one of Ms. Frischer's adult children is in need of temporary housing, Tenants shall noti-

fy the Township in writing of a request that any one of the adult children be permitted to reside in the Property at least 2 weeks prior to the date that such child desires to reside in the property.

WHEREAS, the Lease further provides that, if such a request is received by the Township, a criminal background check shall be conducted prior to the consideration of any such adult child residing in the Property, which check shall be paid for by Tenants. If the check is clear, the Township may, in its sole discretion, permit the adult child to reside in the Property for no longer than a 30 day period.

WHEREAS, Ms. Sandor has applied for a criminal background check and is awaiting the results of the same.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Committee of the Township of Kingwood, Hunterdon County, as follows:

If the results of the criminal background check on Kelsey Sandor, the daughter of Park Director Brenda Frischer, are clear, Ms. Sandor is authorized to reside with Jeffrey and Brenda Frischer at 200 Union Rd., Frenchtown, NJ for a six month period beginning September 27, 2012.

It was moved by Mr. Lubitz, seconded by Mrs. Haywood and carried to adopt the foregoing Resolution.

Roll Call Vote:	AYE	- Haywood, Lubitz, Niemann
	NAY	- None
	ABSTAIN	- None
	ABSENT	- None

REPORTS

Emergency Management Coordinator Report

EMC, Jack MacConnell was present and reported that he completed (NIMS) National Incident Management System, which is necessary to complete before applying for any grant money. He stated that now the township is eligible again for funding. He will also be sending out information for seminars that the Committee Members can attend concerning public relations. He noted that funds have been coming in and the township has obtained approximately \$78,000. He commended on a discussion regarding the siren from last month's meeting for communications. Mr. MacConnell, asked if he would be able to spend \$17,000 of those funds recently received towards a siren sometime next year for the Byram area. C.F.O. Diane Laudenbach explained how municipal funds are appropriated and what needs to be done. She noted that the expense for the sire would need to be appropriated in next year's budget.

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Mr. MacConnell noted that he is still working on the 404 grant for Creek Road. He also stated that the generator needs to be installed at the DPW. Mayor Niemann stated that she spoke to an

electrician who is a resident of the township and that he will be in touch with DPW Supervisor Mark Petro regarding the generator and what he suggests. Mr. MacConnell stated that he would like to be informed when the township receives the grant to complete section 3 of Spring Hill Road so that he can start working on getting the telephone poles moved over. The Township Committee will contact Engineer Decker to see about getting the poles moved now. Mr. MacConnell also reported on the occasional problems at Horseshoe Bend Park. He noted that there has been someone urinating on the lock to the park gate. He would also like some suggestions as to the best way to handle problem people. There was a discussion on who is able to enforce the public at the Horseshoe Bend Park and who is authorized to write summonses or possibly confront the public when needed. Attorney Kopen reviewed the current ordinance and stated she will look further into the rules and regulations. Mr. MacConnell noted that Richard Dodds would like to take photos of each of the hunters that will be hunting during the season at the park. There was a brief discussion on the plans for the Cooley property and what may happen to the home and the barns on the preserved property. The Committee Members thanked Jack MacConnell for his report.

Mayor Niemann noted that the following reports have been received and are available for review:

Tax Collector's Report of July 2012

Budget Report of July 2012

Revenue Report of Jan thru July 2012

C.F.O. D. Laudenbach answered several questions regarding the budget and revenue reports. She noted that these are new due to the Best Practices List.

Municipal Court Report of July 2012

Construction Report of August 2012

Township Engineer's Monthly Report

Committeewoman Diana Haywood asked a few questions regarding the engineer's report, and Chris' Citgo. Deputy Mayor Lubitz noted two items the engineer has been asked to check into, which were to contact the gas company regarding a line installed over to the DPW complex and the Ukarish property. The other item is to speak to him about the specs he will be preparing for the new road into the development on the Ukarish property.

Statewide Loss Control Service Visit

There was some discussion on the recommendation worksheet from Statewide Insurance. The Township Committee feels that the township should get an estimate for the repairs that need to be repaired on the township buildings and areas. Deputy Mayor Lubitz noted that there should be a follow up with Mark Fornaciari, the township's Building Inspector regarding some of the items that need to be addressed. There was also a brief discussion regarding items that need to be taken care of at the Kingwood Park. Mayor Niemann requested that the township obtain a few quotes from a few local electricians for the park home and pavilion.

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SRECS

There was a brief discussion on the SRECS at the DPW. C.F.O. D. Laudenbach stated that she has done some investigating and can hold them for up to five years, but that the township should wait until they go back up.

FUTURE MEETINGS AND ACTIVITIES

Mayor Niemann reviewed as per the Agenda.

ORDINANCES

ORDINANCE NO.17-13-2012 AN ORDINANCE AMENDING CHAPTER 75A, "FEES" OF THE CODE OF THE TOWNSHIP OF KINGWOOD – Public Hearing and Final Adoption

Mayor Niemann read aloud the following ordinance by title, which was then introduced:

This Ordinance was introduced and adopted on first reading at a meeting of the Kingwood Township Committee on the 2nd day of August 2012. The Ordinance was published in the Hunterdon County Democrat on August 23, 2012 and has been posted in the Kingwood Township Municipal Building on August 3rd, 2012. The public hearing and final passage was advertised to be held at a meeting on the 6th, day of September, 2012. Copies of the Ordinance have been available for inspection by the public since August 3rd, 2012.

It was moved by Mr. Lubitz, seconded by Mrs. Haywood and carried to open the hearing to the public. **All voted Aye on Roll Call Vote.**

Comments: No comments.

It was moved by Mr. Lubitz, seconded by Mrs. Haywood and carried to close the hearing to the public. **All voted Aye on Roll Call Vote.**

ORDINANCE NO. 17 – 13 - 2012

AN ORDINANCE AMENDING CHAPTER 75A, "FEES" OF THE CODE OF THE TOWNSHIP OF KINGWOOD

WHEREAS, the Township Committee has determined to conduct a deer hunting lottery for deer hunting to take place on certain parcels that are identified in a resolution of the Township on an annual basis; and

WHEREAS, in connection with the deer hunting lottery, certain fees for lottery application and deer hunting permit are required;

NOW THEREFORE, BE IT ORDAINED, by the Mayor and Committee of the Township of Kingwood, County of Hunterdon as follows:

- 1) A new section O. “ Deer Hunting Lottery Fees” shall be added at the end of the existing Fee Ordinance, Chapter 75A of the Code of the Township of Kingwood to read as follows:

O. Deer Hunting Lottery Fees:

- (1) Deer Hunting Lottery Application Fee: \$5.
- (2) Deer Hunting Permit Fee: \$25.

- 2) If any part or parts of this ordinance are for any reason held to be invalid, such adjudication shall not affect the validity of the remaining portions of this ordinance.
- 3) All Ordinance or parts of ordinances which are inconsistent herewith are repealed, but only to the extent of such inconsistency. All other parts of the Code of the Township of Kingwood not inconsistent herewith are ratified and confirmed.

This Ordinance shall take effect immediately upon final adoption and publication according to law.

It was moved by Mrs. Haywood, seconded by Mr. Lubitz and carried to adopt the foregoing Ordinance.

Roll Call Vote:	AYE	- Haywood, Lubitz, Niemann
	NAY	- None
	ABSTAIN	- None
	ABSENT	- None

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2012 – 78

CAPITAL BUDGET AMENDMENT

WHEREAS, the Capital Budget of the Township of Kingwood was approved on April 2, 2012; and

WHEREAS, it has been determined that said Capital Budget must be amended due to a change in Municipal priorities.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey that the following amendment to the Capital Budget of the Township of Kingwood is here by amended as follows:

**CAPITAL BUDGET
LOCAL UNIT TOWNSHIP OF KINGWOOD**

PLANNED FUNDING SERVICE FOR CURRENT YEAR 2011

Project	Estimated Total Cost	Open Space Fund
Purchase of Development Easement on Block 7, Lot 6	\$120,000.00	\$120,000.00
Total All Projects	\$315,000.00	\$315,000.00

It was moved by Mr. Lubitz, seconded by Mrs. Haywood and carried to adopt the foregoing Resolution.

Roll Call Vote:

AYE	- Haywood, Lubitz, Niemann
NAY	- None
ABSTAIN	- None
ABSENT	- None

ORDINANCE

Mayor Niemann read aloud the following ordinance by title, which was then introduced:

ORDINANCE NO. 17-14-2012 AN ORDINANCE PROVIDING FOR THE APPROPRIATION FOR THE COST OF THE ACQUISITION OF THE TOWNSHIP'S SHARE OF THE DEVELOPMENT EASEMENT FOR FARMLAND PRESERVATION FOR BLOCK 7, LOT 6 APPROPRIATING \$120,000.00 THEREFOR FROM THE OPEN SPACE TRUST FUND– Public Hearing and Final Adoption

This Ordinance was introduced and adopted on first reading at a meeting of the Kingwood Township Committee on the 2nd day of August 2012. The Ordinance was published in the Hunterdon County Democrat on August 23, 2012 and has been posted in the Kingwood Township Municipal Building on August 3rd, 2012. The public hearing and final passage was advertised to be held at a meeting on the 6th, day of September, 2012. Copies of the Ordinance have been available for inspection by the public since August 3rd, 2012.

It was moved by Mrs. Haywood, seconded by Mr. Lubitz and carried to open the hearing to the public. **All** voted **Aye** on **Roll Call Vote**.

Comments: No comments.

It was moved by Mrs. Haywood, seconded by Mr. Lubitz and carried to close the hearing to the public. **All voted Aye on Roll Call Vote.**

ORDINANCE NO. 17-14-2012

AN ORDINANCE PROVIDING FOR THE APPROPRIATION FOR THE COST OF THE ACQUISITION OF THE TOWNSHIP'S SHARE OF THE DEVELOPMENT EASEMENT FOR FARMLAND PRESERVATION FOR BLOCK 7, LOT 6, APPROPRIATING \$120,000.00 THEREFOR FROM THE OPEN SPACE TRUST FUND.

BE IT ORDAINED by the Township Committee of the Township of Kingwood, in the County of Hunterdon, State of New Jersey, as follows:

- SECTION 1. The improvement described in Section 3 of this ordinance is hereby authorized as a general improvement to be made or acquired by the Township of Kingwood, New Jersey. For the said improvement and purposes described in Section 3, there is hereby appropriated the sum of \$120,000.00 said sum being inclusive of all appropriations heretofore made therefor.
- SECTION 2. In order to finance the cost of the improvements and purpose there is hereby appropriated the sum of \$120,000.00 from the Open Space Trust Fund.
- SECTION 3. The improvement hereby authorized is the Township's share of the acquisition of the development easement for farmland preservation described as Block 7, Lot 6 on the tax map of the Township consisting of 109 acres in Kingwood Township, including all costs necessary therefore or incidental thereto.
- SECTION 4. The said purpose described in Section 3 of this Ordinance is not a current expense and is an improvement which the Township may lawfully acquire or make as a general improvement.
- SECTION 5. The capital budget of the Township of Kingwood is hereby amended, to conform with the provisions of this Ordinance to the extent of any inconsistency herewith. The resolution in the form promulgated by the Local Finance Board showing full detail of the amended capital budget as approved by the Division of Local Government Services is on file with the Clerk and is available there for public inspection.

It was moved by Mr. Lubitz, seconded by Mrs. Haywood and carried to adopt the foregoing Ordinance.

Roll Call Vote:	AYE	-	Haywood, Lubitz, Niemann
	NAY	-	None
	ABSTAIN	-	None
	ABSENT	-	None

ORDINANCE

ORDINANCE NO. 17-15-2012 AN ORDINANCE TO AMEND AND SUPPLEMENT THE LAND USE REGULATIONS, SPECIFICALLY “SUBDIVISION OF LAND, CHAPTER 115”, AND “ZONING, CHAPTER 132” OF THE GENERAL ORDINANCES OF THE TOWNSHIP PERTAINING TO THREATENED AND ENDANGERED SPECIES AND ENVIRONMENTAL IMPACT ASSESSMENT – Introduction and Adoption on First Reading

Mayor Niemann read aloud the ordinance by title, which was then introduced:

It was moved by Mr. Lubitz, seconded by Mrs. Haywood and carried to adopt on first Reading **ORDINANCE NO. 17-15-2012 AN ORDINANCE TO AMEND AND SUPPLEMENT THE LAND USE REGULATIONS, SPECIFICALLY “SUBDIVISION OF LAND, CHAPTER 115”, AND “ZONING, CHAPTER 132” OF THE GENERAL ORDINANCES OF THE TOWNSHIP PERTAINING TO THREATENED AND ENDANGERED SPECIES AND ENVIRONMENTAL IMPACT ASSESSMENT.**

Roll Call Vote:	Aye	-	Haywood, Lubitz, Niemann
	Nay	-	None
	Abstain	-	None
	Absent	-	None

Consideration of final adoption at a public hearing is scheduled for Thursday, October 4, 2012 at a meeting beginning at 7:00 P.M. at the municipal building.

RESOLUTIONS

Resolution No. 2012-79 - Cancel General Capital Appropriations Balance

The following Resolution was introduced:

RESOLUTION NO. 2012 - 79

RESOLUTION TO CANCEL GENERAL CAPITAL APPROPRIATION BALANCE

WHEREAS, the General Capital Improvement appropriation balance indicated below remains dedicated to a project now completed; and

WHEREAS, it is necessary to formally cancel said balance so that the unexpended balance may be returned to the appropriate source of funding.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey, that the Chief Financial Officer be authorized to cancel the unexpended and dedicated balances of the following ordinances:

It was moved by Mr. Lubitz, seconded by Mrs. Haywood and carried to adopt the foregoing

Ordinance Number	Date Authorized	Original Authorization	Project Description	Source of Funding	Amount Cancelled
15-18-2008	08/11/2008	\$301,395.00	Purchase of Open Space	Open Space Trust Fund	\$180.00
12-04-2004	04/06/2004	\$46,000.00	Kingwood School & Park Walkway	Capital Improvement Fund	\$31,358.06
13-04-2005	05/03/2005	\$147,500.00	Improvements to Thatcher Road Section II	Capital Improvement Fund	\$25,764.81
16-8-2011	3/11/2011	\$5,500.00	Purchase of a Communication System	Capital Improvement Fund	\$154.20
16-17-2011	06/02/2011	\$100,000.00	Acquisition & Preservation of Open Space	Open Space Trust Fund	\$63,873.48
16-21-2011	08/04/2012	\$90,000.00	Purchase of a Ford F-550 Truck	Capital Improvement Fund – Reserve for Purchase of Municipal Equipment	\$10,150.26

Resolution.

Roll Call Vote:

AYE	- Haywood, Lubitz, Niemann
NAY	- None
ABSTAIN	- None
ABSENT	- None

RESOLUTION

Resolution No. 2012-80 – NJDOT Grant Appl. For Spring Hill Road

The following Resolution was introduced:

RESOLUTION NO. 2012 - 80

**APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT AGREEMENT WITH THE
2012 - 272**

**NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE SPRING HILL
ROAD WIDENING
AND DRAINAGE IMPROVEMENT SECTION THREE PROJECT**

WHEREAS, there is a need in the Township of Kingwood for certain improvements to Spring Hill Road Section Three; and

WHEREAS, the Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey has determined to submit a grant application and execute a grant agreement with the New Jersey Department of Transportation for the Spring Hill Widening and Drainage Improvement Section Three project; and

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of Kingwood Township, formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as MA-2013-Kingwood Township-00114 to the New Jersey Department of Transportation on behalf of Kingwood Township.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of Kingwood Township and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

It was moved by Mr. Lubitz, seconded by Mrs. Haywood and carried to adopt the foregoing Resolution.

Roll Call Vote:	AYE	- Haywood, Lubitz, Niemann
	NAY	- None
	ABSTAIN	- None
	ABSENT	- None

RESOLUTION

Resolution No. 2012-81 – NJDOT Grant Appl. for Horseshoe Bend Road

The following Resolution was introduced:

RESOLUTION NO. 2012 - 81

**APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT
AGREEMENT WITH THE
NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE HORSESHOE
BEND ROAD WIDENING AND DRAINAGE IMPROVEMENT PROJECT
2012 - 273**

WHEREAS, there is a need in the Township of Kingwood for certain improvements to Horse-shoe Bend Road; and

WHEREAS, the Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey has determined to submit a grant application and execute a grant agreement with the New Jersey Department of Transportation for the Horseshoe Bend Widening and Drain-age Improvement project; and

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of Kingwood Town-ship, formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as MA-2013-Kingwood Township-00117 to the New Jer-sey Department of Transportation on behalf of Kingwood Township.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of Kingwood Township and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

It was moved by Mr. Lubitz, seconded by Mrs. Haywood and carried to adopt the foregoing Resolution.

Roll Call Vote:	AYE	- Haywood, Lubitz, Niemann
	NAY	- None
	ABSTAIN	- None
	ABSENT	- None

RESOLUTION

Resolution No. 2012-84 - Professional Services Agreement

The following Resolution was introduced:

RESOLUTION NO. 2012 - 84

RESOLUTION AUTHORIZING THE AWARD OF NON-FAIR AND OPEN CON-TRACTS FOR TOWNSHIP PROFESSIONALS

WHEREAS, the Township of Kingwood has a need to acquire professional services of Township Professionals as non-fair and open contracts pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

WHEREAS, the Township Chief Financial Officer has determined and certified in writ-ing that the value of the acquisition will exceed \$36,000; and,

WHEREAS, the anticipated term of this contract is one year(s); and

WHEREAS, the Township professional set forth below in Paragraph No. 1 has submitted a proposal indicating they will provide the professional services described below in Paragraph No. 1 for the amount set forth in the submitted proposal; and

WHEREAS, the Township professional set forth in Paragraph No. 1 below has completed and submitted a Business Entity Disclosure Certification which certifies that the Township Professional has not made any reportable contributions to a political or candidate committee in the Township of Kingwood in the previous one year, and that the contract will prohibit the Township professional from making any reportable contributions through the term of the contract; and

WHEREAS, a certification of availability of funds, specifying the line item appropriation(s) to be charged as to the contract set forth below in Paragraph No. 1 has been provided by the Chief Financial Officer of the Township of Kingwood.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Kingwood authorizes the Mayor and Clerk to enter into a contract with the Township Professional as described below:

Professional	Position	Term of Contract
David Banisch, Banisch Associates	Township Planner	One year

A copy of this Resolution shall be published in the Hunterdon Democrat as required by law.

It was moved by Mr. Lubitz, seconded by Mrs. Haywood and carried to adopt the foregoing Resolution.

Roll Call Vote:

AYE	- Haywood, Lubitz, Niemann
NAY	- None
ABSTAIN	- None
ABSENT	- None

RESOLUTION

Resolution No. 2012-85 - Emergency Management Coordinator Appointment

The following Resolution was introduced:

RESOLUTION NO. 2012 - 85

APPOINTMENT – EMERGENCY MANAGEMENT COORDINATOR

WHEREAS, the current appointment of the Emergency Management Coordinator for the Township of Kingwood will soon be expiring and the Township will be in need of an Emergency Management Coordinator; and

WHEREAS, Irving J. MacConnell, Jr. is qualified for this position;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Kingwood, County of Hunterdon, and State of New Jersey to appoint Irving J. MacConnell, Jr. to a new term for the position of Emergency Management Coordinator for a three year term beginning October 6, 2012 and ending October 5, 2015.

It was moved by Mr. Lubitz, seconded by Mrs. Haywood and carried to adopt the foregoing Resolution.

Roll Call Vote:	AYE	- Haywood, Lubitz, Niemann
	NAY	- None
	ABSTAIN	- None
	ABSENT	- None

RESOLUTION

Resolution No. 2012-86 - Cancellation of Outstanding Checks

The following Resolution was introduced:

RESOLUTION NO. 2012 – 86

CANCELLATION OF OUTSTANDING CHECKS

WHEREAS, the following checks have been outstanding for more than one year.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey, that the treasurer be authorized to cancel the following check and return the funds to the appropriate fund:

Check No.	Account	Amount
3875	Board of Adjustment Escrow Fees	\$ 556.75
1495	Board of Adjustment Escrow Fees	\$ 67.50
	Total	\$ 624.25

3670	Board of Health Escrow Fees	\$	100.00
	Total	\$	100.00
1922	Current Fund	\$	1,798.00
358	Current Fund	\$	24.00
1021	Current Fund	\$	268.36
3220	Current Fund	\$	499.42
3402	Current Fund	\$	100.00
1478	Current Fund	\$	4,961.88
4010	Current Fund	\$	199.00
4136	Current Fund	\$	316.60
4161	Current Fund	\$	4,000.00
4312	Current Fund	\$	50.00
	Total	\$	12,217.26

It was moved by Mr. Lubitz, seconded by Mrs. Haywood and carried to adopt the foregoing Resolution.

Roll Call Vote:

AYE	- Haywood, Lubitz, Niemann
NAY	- None
ABSTAIN	- None
ABSENT	- None

RESOLUTION

Resolution No. 2012-87 - Addition of Chaitman Property Bl 28 L 4 & 5 to Municipal PIG & Letter of Support to Hunterdon Land Trust

The following Resolution was introduced:

RESOLUTION NO. 2012 – 87

WHEREAS, Kingwood Township has determined that farmland preservation is beneficial to the agricultural community as well as to the community as a whole; and

WHEREAS, the Township has supported preservation with Township funds; and

WHEREAS, the Township has an existing PIG application on file with the State which includes a list of target farms; and

WHEREAS, the owners of Block 28 Lots 4 and 5 have expressed an interest in being added to that list to become a preserved farm; and

WHEREAS, the Township Agricultural Advisory Committee has found this farm to be of sufficient merit to be added to the Township list of target farms;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey to approve the addition of Block 28 Lots 4 and 5 owned by Helen Chaitman and Jennifer Chaitman, respectively, to the existing Planning Incentive Grant application on file with the State.

It was moved by Mr. Lubitz, seconded by Mrs. Haywood and carried to adopt the foregoing Resolution.

Mayor Niemann noted that Liz Schmid the township’s Open Space Coordinator could not be here this evening, but had briefed the Open Space and Agricultural Advisory Committees on Tuesday evening regarding this property that is not currently in the township’s (PIG) Planning Incentive Grant application. She noted that in order for this to go forward this needs to be part of the township’s PIG. She explained that the township has a deadline with the County, where the township’s PIG program can still be amended, and that is the reason for this resolution. Mayor Niemann noted that a letter of the support from the township will accompany this resolution to the Hunterdon Land Trust.

Roll Call Vote:	AYE	- Haywood, Lubitz, Niemann
	NAY	- None
	ABSTAIN	- None
	ABSENT	- None

RESOLUTION

Resolution No. 2012-88 - Support of Farmland Preservation

The following Resolution was introduced:

RESOLUTION NO. 2012 – 88

**RESOLUTION IN SUPPORT OF FARMLAND PRESERVATION
IN KINGWOOD TOWNSHIP**

WHEREAS, Kingwood Township has determined that farmland preservation is beneficial to the agricultural community as well as to the community as a whole; and

WHEREAS, the Township has supported farmland preservation with Township Open Space funds; and

WHEREAS, there is interest from some landowners in entering the farmland preservation program; and

WHEREAS, the Township does not currently have any Open Space funds available to contribute to additional preservation at this time; and

WHEREAS, there are from time to time funds available from other entities to aid in farmland preservation which can be used to cover the Township cost share; and

WHEREAS, the Township may receive monies which are designated to be used for Open Space and which may be available for farmland preservation;

NOW, THEREFORE, the Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey reiterates its support for farmland preservation and will contribute to such projects as funding becomes available.

It was moved by Mr. Lubitz, seconded by Mrs. Haywood and carried to adopt the foregoing Resolution.

Roll Call Vote:	AYE	- Haywood, Lubitz, Niemann
	NAY	- None
	ABSTAIN	- None
	ABSENT	- None

RESOLUTION

Resolution No. 2012-89 - Dedication by Rider

The following Resolution was introduced:

RESOLUTION NO. 2012 – 89

DEDICATION BY RIDER

WHEREAS, permission is required of the Direction of the Division of Local Government Services for approval as a dedication by rider of revenues received by a municipality when the revenue is not subject to reasonable accurate estimates in advance; and

WHEREAS, PL 1997, c.24 allows municipalities to receive amounts for costs incurred for Open Space, Recreation and Farmland and Historic Preservation; and

WHEREAS, N.J.S.A. 40A:4-39 provides that the Director of the Division of Local Government Services may approve expenditures of monies by dedication by rider.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey as follows:

1. The Mayor and Township Committee hereby request permission of the Director of the Division of Local Government Services to pay expenditures for Open Space, Recreation and Farmland and Historic Preservation as per N.J.S.A. 40A:4-39.
2. The Municipal Clerk of the Township of Kingwood is hereby directed to forward two certified copies of this resolution to the Director of the Division of Local Government Services.

It was moved by Mr. Lubitz, seconded by Mrs. Haywood and carried to adopt the foregoing Resolution.

Roll Call Vote:	AYE	- Haywood, Lubitz, Niemann
	NAY	- None
	ABSTAIN	- None
	ABSENT	- None

NEW BUSINESS

2012 Best Practices Questionnaire & Resolution No. 2012-90

The Committee Members reviewed the Best Practices Worksheet CY 2012/SFY2013. The following resolutions note changes and policies adopted that were discussed and voted upon:

The following Resolution was introduced:

RESOLUTION NO. 2012 - 90

A RESOLUTION AMENDING THE KINGWOOD TOWNSHIP EMPLOYEE HANDBOOK

WHEREAS, the Township of Kingwood has reviewed the current Township Employee Handbook and Personnel Policies and Procedures; and

WHEREAS, the Township Committee desires to amend the Employee Handbook and Personnel Policies and Procedures Manual by adding a new provision relating to a prohibition of personal use of municipal vehicles.

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Kingwood, County of Hunterdon, that:

1. The Township of Kingwood hereby adds to its Employee Handbook and Personnel Policies and Procedures Manual the following new provision:

“Use of Municipal Vehicles”

Personal use of municipal vehicles is prohibited except as described in this paragraph.

Employees authorized to use such vehicles for commuting to/from work shall have a fringe benefit value per the regulations of the United States Internal Revenue Service (IRS) added to their gross income reported on the employee's W-2, unless the vehicle in question meets the "qualified non-personal vehicle" criteria specified by the IRS.

- 2. If any part or parts of this resolution are for any reason held to be invalid, such adjudication shall not affect the validity of the remaining portions of this resolution.

It was moved by Mr. Lubitz, seconded by Mrs. Haywood and carried to adopt the foregoing Resolution.

Roll Call Vote:	AYE	- Haywood, Lubitz, Niemann
	NAY	- None
	ABSTAIN	- None
	ABSENT	- None

RESOLUTION

The following Resolution was introduced:

RESOLUTION NO. 2012 – 91

**AMENDING THE KINGWOOD TOWNSHIP
EMPLOYEE HANDBOOK**

WHEREAS, the Township of Kingwood has reviewed the current Township Employee Handbook and Personnel Policies and Procedures Manual and also the State of New Jersey’s Best Practices Questionnaire; and

WHEREAS, the Township Committee desires to amend the Employee Handbook and Personnel Policies and Procedures Manual, and desires to establish a Best Practices Handbook for certain policies, as a result of the State of New Jersey’s Best Practices Questionnaire;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Kingwood, County of Hunterdon and State of New Jersey, that:

When an employee receives a work related injury producing temporary disability, the employee is limited to wage continuation equal to 70% of the employee’s weekly wages, subject to a maximum compensation as determined by the Commissioner of Labor.

When preparing the Township’s annual budget, the Chief Financial Officer will analyze and explain at least a five year trend of surplus, illustrating the factors causing each annual increase or decrease, and the governing body may then set a realistic and sustainable goal for the amount of surplus available in support of municipal operations, and this goal is to be evaluated annually.

Non-union employees will not receive longevity awards, bonuses or payments.

The Township’s DPW shall have in place an appropriate traffic safety plan which includes parameters governing when flag men and safety apparatus are used in different circumstances when working on Township roads.

If any part or parts of this Resolution are for any reason held to be invalid, such adjudication shall not affect the validity of the remaining portions of this Resolution.

It was moved by Mrs. Haywood, seconded by Mr. Lubitz and carried to adopt the foregoing Resolution.

Roll Call Vote:	AYE	- Haywood, Lubitz, Niemann
	NAY	- None
	ABSTAIN	- None
	ABSENT	- None

Proposal from Servotech for Monitoring of Solar System at DPW

Mayor Elaine Niemann reviewed. The Township Committee stated they are not interested in this proposal at this time.

Price Quotations for Survey of Maplewood Farm Bl 7 L 6 & Possible Resolution

Clerk MacConnell explained that this will be on next month’s meeting agenda. She stated that she has not received all of the price quotations.

Employee Recognitions

Mayor Niemann stated that the township has many anniversaries for employees this year, and suggested that some kind of luncheon or something be done for them. She asked the Committee Members for their suggestions and opinion on the idea. Deputy Mayor Lubitz and Committee-woman Diana Haywood stated that they are in favor of the idea. There was a brief discussion on a tentative date for a celebration.

A date has been scheduled for Friday, September 28, 2012 at 1:30pm. at the Kingwood Park Pavilion weather permitting. An invitation will be sent out to all employees to attend and everyone can help by bringing something to share.

OLD BUSINESS

Installation of Generator at DPW

Mayor Niemann explained that this was discussed earlier in the meeting.

Horseshoe Bend Road Signs

The Committee Members discussed the need to have the Horseshoe Bend Park road signs moved, so that individuals and farms coming out of Spring Hill Road can see the traffic before pulling out onto Route 519. The signs will be moved to the opposite side of Route 519 across from Spring Hill Road facing both directions.

Horseshoe Bend Park Questions – Fines, Signs for Opening and Closing Times

The Committee Members discussed the signs for opening and closing of the park. Attorney Kopen clarified the ordinance, and stated that it states that the park closes at sunset, which is a specific time. There was a discussion on penalties and citations. Attorney Kopen will do some additional research regarding this subject.

Records Storage Room at DPW

Mayor Niemann noted that the township has received three quotations for framing out a structure for the storage room at the DPW. She noted that it is required to use steel, and that this quote is strictly to just frame out the room. She stated that Jim Laudenschlager has offered to do the remainder of the work by putting the drywall on the walls of the room after the framing is complete.

Quotations received for the framing of the structure of the storage room at the DPW:

Janas Construction - Total cost of labor and materials: \$3,795.00
P.O. Box 282
Upper Black Eddy, PA 18972

Galleria Construction - Total cost of labor and materials: \$7,000.00
309 Hwy. 31
Flemington, NJ 08822

DeSapio Construction Inc. - Total cost of labor and materials: \$14,100.00
280 Ridge Road
Frenchtown, NJ 0882

It was moved by Mr. Lubitz, seconded by Mrs. Haywood and carried to choose the lowest quote from Janas Construction for the outer framing and labor of the storage room at the DPW.

Roll Call Vote:

AYE	- Haywood, Lubitz, Niemann
NAY	- None
ABSTAIN	- None
ABSENT	- None

Mayor Niemann reported on a response she received from Amy Greene, who has been working on the NJDEP violation regarding property from One Lowell Really. Attorney Kopen stated that this should be discussed in closed session. It was decided to table this to the October executive session meeting.

Parks and Recreation Committee Appointment

Mayor Niemann noted that she wanted to address the appointment that was made to the Parks and Recreation Committee. She noted that David Posey who was appointed on the Parks and Recreation Committee and the Recreation Commission, has emailed the township requesting that for now he would like to be appointed to the Citizen Advisory Panel to the Parks and Recreation Committee, and removed as a member from the Parks and Recreation Committee and Recreation Commission at this time.

It was moved by Mr. Lubitz, seconded by Mrs. Haywood and carried to accept Mr. David Posey's resignation from the Parks and Recreation Committee and Recreation Commission and to appoint him as a member of the Citizen Advisory Committee.

Roll Call Vote:

AYE	- Haywood, Lubitz, Niemann
NAY	- None
ABSTAIN	- None
ABSENT	- None

Mayor Niemann noted that she met with the insurance agency regarding the hunting project at the Horseshoe Bend Park and the surrounding properties. She noted that they were fine with all the information and what has been prepared and handed out for the hunting program. She noted that they did suggest some signage for the leash free dog area, which they are going to provide wording for a sign for that area.

MINUTES

August 2, 2012 Regular Meeting

The Committee Members decided to table these minutes until next month.

April 15, 2002 Special Meeting

It was moved by Mr. Lubitz, seconded by Mrs. Haywood and carried to adopt the April 15, 2002 Special Township Committee Meeting Minutes.

Roll Call Vote:	AYE	- Haywood, Lubitz, Niemann
	NAY	- None
	ABSTAIN	- None
	ABSENT	- None

ADJOURNMENT

It was moved by Mr. Lubitz, seconded by Mrs. Haywood and carried to adjourn the meeting at 10:00p.m. All voted Aye on Roll Call Vote.

Respectfully submitted,

Cynthia L. Keller, RMC
Deputy Clerk